



2020 Census Participant Statistical Areas Program (PSAP)

Quick Program Guide for Digital Download of the Geographic Update Partnership Software (GUPS)

Initial Steps

- 1) Obtain materials from the PSAP website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>:
 - 2020 Census Participant Statistical Areas Program (PSAP) GUPS Respondent Guide.
 - 2020 Census PSAP Digital Quick Program Guide.
 - 2020 Census PSAP Quick Reference Guides.
 - Download GUPS – <https://www2.census.gov/geo/pvs/gups/>.
- 2) Review the appropriate GUPS respondent guide and Quick Program Guide before beginning any updates.

Download and Install GUPS

- 1) Download the GUPS tool from the website to the computer.
- 2) Unzip the file and extract all contents of the unzipped package to a folder on the computer.
- 3) Click on the file named **Setup-9.0-X.bat** to start the installation.
- 4) When the installer opens, the **Welcome to the QGIS GUPS Setup Wizard** screen will appear. Follow the instructions on the Wizard and click the *Next* button.
- 5) The **License Agreement** screen will appear. Review the License Agreement and click *I Agree* button to continue the install process.
- 6) The **Choose Install Location** screen will appear. Click the *Browse* button to choose the location where GUPS will be installed. The Census Bureau recommends installation of the application at the default location shown (C:\Program Files\QGIS GUPS). Click *Next* to continue the install process.
- 7) The **Choose Components** screen will appear. Click *Install* to continue.
- 8) The software should take 5 to 10 minutes to complete the install. When the install is complete, the **Completing the QGIS GUPS Setup Wizard** screen will appear. To complete the install, click the *Finish* button at the bottom of the screen.

Start New PSAP Project

- 1) Double-click the **QGIS** icon on the desktop [QGIS splash screen appears].
- 2) Click *Close (X)* on QGIS Tips screen [Map Management dialog page opens].
- 3) Use the **Program** drop-down box to select **Participant Statistical Areas Program**.
- 4) Select **User Type**.
 - **Standard statistical area reviewers**, select **County Based Users**, follow step 5.
 - **Tribal statistical area reviewers**, select **Tribal Statistical Review**, skip to step 6
- 5) Use the **State** drop-down box to select the appropriate state.
 - Use the **Working County** drop-down box to select the county for review and update.
 - Do not select any **Adjacent Counties**, highlighted in yellow, unless planning to download the data from Census Web (see step 7 below).
 - Click the **Open** button.
 - Skip to step 7.
- 6) Use the **Entity Type** drop-down box select the entity you represent (Reservation/Trust Land).
 - Use the **Entity Name** drop-down box to select the entity to update.
 - Do not select any **Adjacent Counties**, highlighted in yellow and unchecked, unless planning to download the data from Census Web (see step 7 below).
 - Click the **Open** button.
- 7) Use the **Select Data Folder, Directory or Location** drop-down box to select **Census Web**. The other options are used by participants receiving DVD materials.
 - Suggested option: **Census Web**.
 - If errors are experienced accessing data using the Census Web option, contact the Census Bureau.
 - Files load into GUPS and are ready for updates.
 - If reference to adjacent counties is needed, refer to the *Getting Started with GUPS* chapter of the appropriate 2020 Census PSAP respondent guide.

Perform Statistical Area Review/Updates

For County Based Users:

- Review the 2020 Census proposed statistical areas and compare to the 2010 Census statistical areas, or begin with the 2010 Census statistical areas.
- Update the 2020 Census proposed statistical areas or the 2010 Census statistical areas as necessary.

For Tribal Reviewers:

- Review the 2010 Census statistical areas.
- Update the 2010 Census statistical areas as necessary.

Perform Quality Control

Use the validation tools provided in GUPS to review changes before returning updates to the Census Bureau:

- PSAP/TSR Criteria Review Tool.
- Review Change Polygon Tool.
- Geography Review Tool.

Create Return Zip Files

- 1) Select **Export to Zip** icon on the PSAP toolbar.
- 2) From the **Select Output Type** dialog box select **Export for Census** button to create a file to return to the Census Bureau. (The file naming convention is as follows: psap20_<descriptor>_return.zip).
- 3) Click **OK**. A window opens showing the location of the output file on the local system. This is the file to return to the Census Bureau as described in the next steps.

Return Updates Using the Secure Web Incoming Module (SWIM)

- 1) Open an internet browser window and enter the **SWIM URL**: <<https://respond.census.gov/swim/>>.
- 2) Participants who already **have** a SWIM account should enter their **email address** and **password**. Skip to step 4 below.
- 3) Participants who **do not** have a SWIM account click **Register Account**:
 - Enter the **12-digit SWIM token** provided by the Census Bureau.
 - If additional SWIM accounts are needed, please contact the Census Bureau.
 - Create a password following the five criteria below:
 - It must be 8 characters in length.
 - It must have at least one upper case character.
 - It must have at least one lower case character.
 - It must have at least one number.
 - It must have at least one special character (valid characters are: #, !, \$, &, ?, ^). Do not use commas.
 - Complete the registration information form.
- 4) Login to SWIM:
 - Select **Start New Upload** button.
 - Select **Participant Statistical Areas Program (PSAP)** radio button.
 - Input information on subsequent SWIM screens using instructions from the SWIM chapter of the appropriate 2020 Census PSAP respondent guide.

Note: SWIM email and passwords are case sensitive.

Contact Information

Please contact the U.S. Census Bureau for questions:

- Email: <geo.psap@census.gov>.
- Phone: 1-844-788-4921.
- Website: <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>.